



## The Schools of McKeel Academy

*McKeel Academy of Technology  
McKeel Academy Central  
South McKeel Academy*

### Board of Trustees

#### MINUTES

October 15, 2013

---

The meeting of the Board of Trustees was held on Tuesday, October 15, 2013, at The Schools of McKeel Academy Business Office. The meeting was called to order by Chair Taylor Caffey at 12:05 p.m. Trustees present included Taylor Caffey, Stephanie L. Campbell, Representative Seth McKeel, Michael Peeples, Mark Thompson, and Phillip Walker. Trustees Larry Ross, John Stargel, and Cathy Wooley-Brown were unable to attend. Staff present included Harold Maready, Alan Black, Julie Ramirez, Linda Acocelli, Judi Morris, Michele Spurgeon, Susan Black, Mary White, and Olivia Hazell. Teachers of the Year in attendance included Wendy Georgevich, Brittani O'Connor, Rebecca Stacey, and Samantha Wilbur.

- **Approval of Minutes**

Taylor Caffey called for approval of the minutes from the September 17, 2013, Board of Trustees meeting. *Upon a motion by Phillip Walker, seconded by Mark Thompson, the minutes were approved as presented.*

Mr. Caffey called for approval of the minutes from the September 20, 2013, Audit Committee meeting. *Upon a motion by Stephanie L. Campbell, seconded by Phillip Walker, the minutes were approved as presented.*

Mr. Caffey called for approval of the minutes from the September 24, 2013 Board of Trustees meeting. *Upon a motion by Mark Thompson, seconded by Michael Peeples, the minutes were approved as presented.*

Mr. Caffey called for approval of the minutes from the October 4, 2013, Executive Committee meeting. *Upon a motion by Mark Thompson, seconded by Stephanie L. Campbell, the minutes were approved as presented.*

Mr. Caffey called for approval of the minutes from the October 11, 2013, Governance Committee meeting. *Upon a motion by Phillip Walker, seconded by Mark Thompson, the minutes were approved as presented.*

- **Public Comment**

There was no one from the public wishing to address the Board.

- **Consent Agenda**

- **Approval of Out-of-Field Teachers**

Mr. Caffey entertained a motion to approve the Out-of-Field Teachers listed below:

MAC: Cassandra Castro, Gifted

MAT: Cameron Hayes, Chorus; Daniel Kostos, 7<sup>th</sup> Grade Science

*Upon a motion by Mark Thompson, seconded by Stephanie L. Campbell, the approval of the Out-of-Field Teachers carried unanimously.*

- **Approval of New Hires-SMA**

Mr. Caffey entertained a motion to approve of the new hires for SMA listed below: Cynthia Hasenmeier, Morgan Pfingston, Pam Seely, and Kelly Pell.

*Upon a motion by Mark Thompson, seconded by Phillip Walker, the approval of the new hires for SMA carried unanimously.*

- **Approval of the Superintendent's Compensation Package**

The Executive Committee met on October 4, 2013, to review and approve the compensation package. This was done in response to the Auditor's recommendation that the compensation package be reviewed and approved by the Board of Trustees on an annual basis.

Mr. Caffey entertained a motion to approve the Superintendent's Compensation Package.

*Upon a motion by Mark Thompson, seconded by Phillip Walker the motion to approve the Superintendent's Compensation Package carried unanimously.*

➤ **Old Business**

- **MAC Expansion**

Alan Black explained that things are moving forward on the building project. Walls are up and door frames are installed. The staff parking issues have been resolved and we are on schedule.

- **Audit Committee Report**

Julie Ramirez reported that the audits have been completed for each school and were submitted prior to the deadline of September 30. Ms. Ramirez and Alicia Sentner will purchase accounting software to be able to prepare the 990s in house.

- **Governance Committee Report**

Ms. Campbell explained that the Governance Committee met on October 11, 2013, in order to review the Board Governance Training Policy. This policy was created in response to a finding in the Auditor's report that one of the Trustees was out of compliance for governance training.

Management's response was that TSMA would have a Board Governance Training Policy approved by October 31, 2013. The Committee approved the Board Governance Training Policy, effective as of 10/31/2013.

*Upon a privileged motion made by Stephanie L. Campbell the motion to approve the Board Governance Training Policy carried unanimously.*

➤ **New Business**

- **Quarterly Financial Statements**

Ms. Ramirez presented to the Board quarterly financial reports for MAT, MAC, and SMA. The Board thoroughly reviewed income statements for each school and discussed individual line items as needed.

- **Budget Amendment-SMA Awning project**

Mr. Black explained that RFPs for an awning to be installed on the east side of the school were sent out and two were returned with bids. It was then decided that an awning should also be installed on the south side of the building. Connor Aluminum was selected to do this project. Ms. Ramirez presented the budget amendment with the cost of this project. Mr. Caffey entertained a motion to approve the budget amendment for the SMA awning project.

*Upon a motion by Mark Thompson, seconded by Michael Peeples, the motion to approve the budget amendment for the SMA Awning project carried unanimously.*

**Over 15k Expenditures List**

Ms. Ramirez presented a list of the expenditures for each of the three schools that were greater than \$15k. These items have been previously approved by the Board.

- **Apple Professional Development**

Mr. Black explained that on January 6 and 7, 2014, SMA will host Apple Professional Development. We have purchased 160 seats, so all instructional staff, some guidance and IT staff will be included. 8 Classrooms will be used and staff will be trained in groups of 20. Day 1 will be training on the new operating system and Day 2 will be training on how to use iMovie, Keynote and Pages applications.

- **Teacher and Administrator Evaluation System**

Superintendent Maready and a committee of Administrators and Prospective Administrators researched several evaluation models. The committee selected the Florida Consortium of Public Charter Schools model because it meets all the requirements of the law, has been approved by the FLDOE and is specific about what is expected and will be evaluated. The committee customized the model to better suit the needs of TSMA and it has been presented to instructional staff. We need to have Board approval of the evaluation system and it needs to be sent to the Polk County School Board for approval so we can secure the funds for salary increases. Representative McKeel encouraged the Board to get the system approved as soon as possible so the funds can be distributed to staff. The salary increases will be distributed to all school based personnel and will be based on a percentage. The timeframe for distribution of the salary increases will be determined by when the PCSB negotiates a settlement and approval by the TSMA Board of Trustees.

*Upon a motion by Representative McKeel, seconded by Mark Thompson the motion to approve the FCPCS Teacher and Administrator Evaluation Model for TSMA was approved unanimously.*

- **School Website Compliance**

Susan Black explained that as of July 1, 2013, schools are required to have certain information posted on their websites. She demonstrated how the public can access information pertaining to the schools.

➤ **Other**

- Superintendent Maready proposed a \$250 Christmas Bonus for all staff members. Ms. Ramirez provided a bonus recommendation cost sheet for review. Mr. Caffey entertained a motion to approve the proposed \$250 Christmas Bonus for all staff.

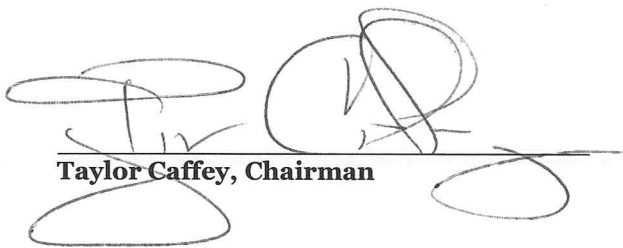
*Upon a motion by Phillip Walker, seconded by Stephanie L. Campbell, the motion to approve the \$250 Christmas Bonus for all staff carried unanimously.*

- **School Reports:**

The principals briefly overviewed many activities taking place at their schools, and they will submit a written report which will become a permanent part of the record of this meeting.

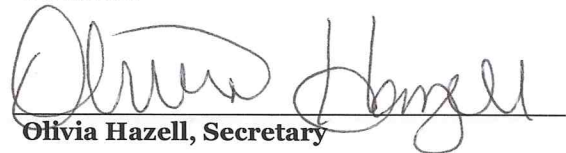
➤ **Adjournment**

There being no further business, the meeting was adjourned at 1:30 pm.



**Taylor Caffey, Chairman**

**ATTEST:**



**Olivia Hazell, Secretary**